



US ARMY FINANCIAL MANAGEMENT COMMAND

INTRODUCTION TO DISBURSING

**Updated 28 October
2013**



AGENDA

- Introduction and References
- Disbursing Chain of Command and Personnel roles/responsibilities
- Pecuniary Liability and Cash handling
- Advance DD 1081



AGENDA (cont.)

- Cashier and Disbursing Agent transactions
 - Disbursements
 - Casual/Local payments (DD 1351-6)
 - Contract payments and legal Claims (SF 1034)
 - Collections
 - Savings Deposit Program (DD1131)
 - AAFES and Postal (DD 1131)
 - Miscellaneous collections
 - Exchange Transactions (DD 2664)
 - Negotiable Instruments
 - Stored Value Card (SVC)
 - Foreign Currency exchanges



AGENDA (cont.)

- Balancing out and Return DD 1081
- Daily Agent Accountability Summary (DD 2665)
- Conclusion



TERMINAL LEARNING OBJECTIVE

Action: Perform Manual Disbursing Operations

Conditions: Given a requirement to conduct manual disbursing operations in a contingency environment, IAW DoDFMR 7000.14-R, Volume 5, Chapters 2-4, 10-11, 19, and 21

Standards: Students should be able to perform the following without error:

- Perform manual disbursing operations
- Identify duty positions within disbursing
- Prepare the Daily Agent Accountability Summary (DD Form 2665)
- Prepare a Statement of Agent Officer's Account (DD Form 1081)



REFERENCES

- DoDFMR 7000.14-R, Vol 5 – Disbursing Policy And Procedures

www.dod.mil/comptroller/fmr/05/index.html

- DOD Forms

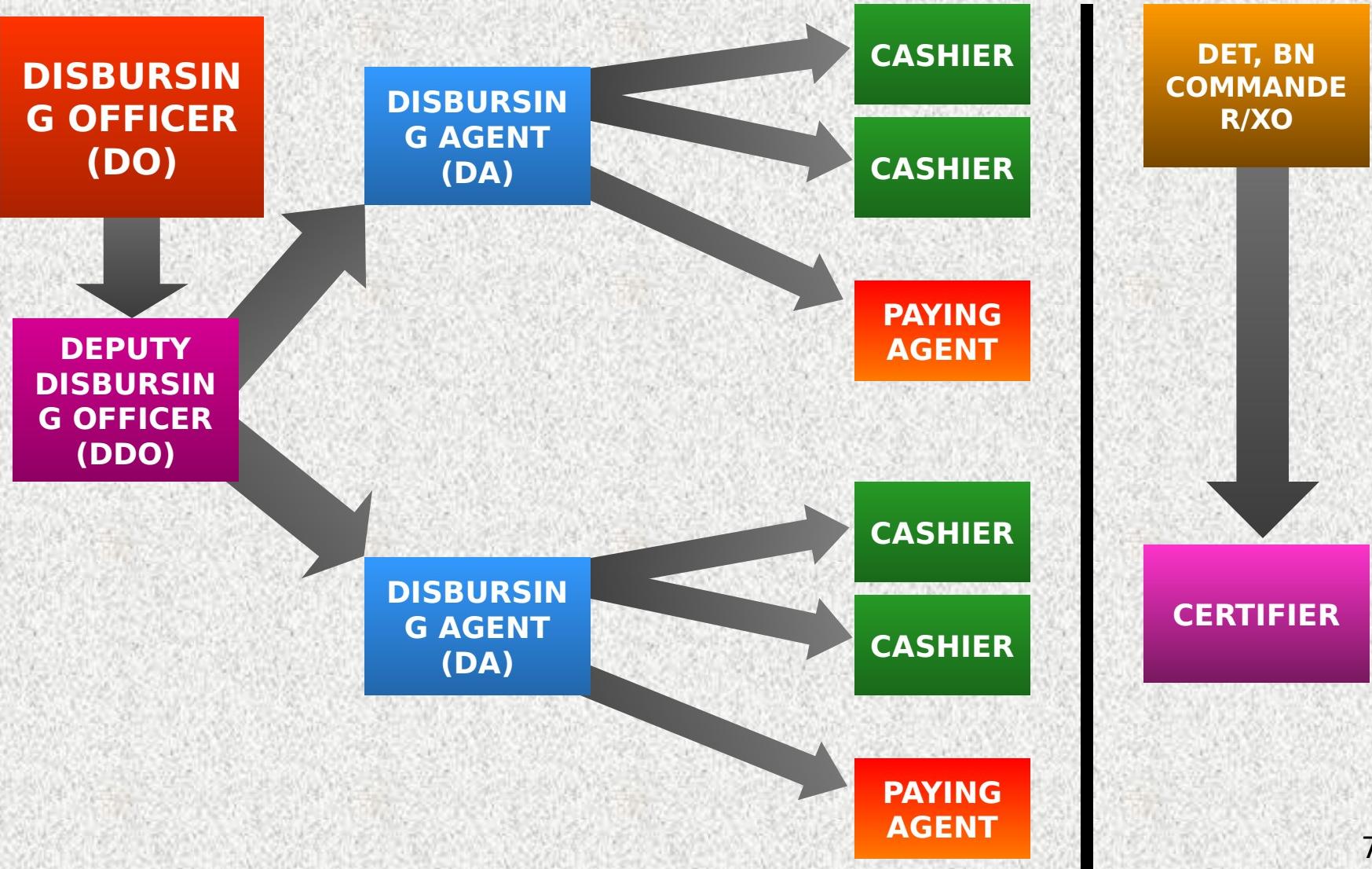
www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms0001-0499.htm

- DA Forms

www.armypubs.army.mil/eforms/da0001_to_da1299_1.htm



DISBURSING CHAIN OF COMMAND





DISBURSING PERSONNEL

Disbursing Officer (DO) - is the person held overall responsible for the account (DSSN) and is pecuniary liable for any losses associated with disbursing personnel. This individual is under formal appointment orders.

The primary responsibility of the DO is to ensure security and account for public funds.

Deputy Disbursing Officer (DDO) - is an individual appointed by the DO to act for and in the name of that DO. Acts as the DO if the DO is unable to fulfill his/her duties for any reason. He/she is responsible for the daily affairs of the overall account. This individual is under formal appointment orders.



DISBURSING PERSONNEL (cont.)

Disbursing Agent (DA) – is responsible for preparing disbursements and collection vouchers as an agent for the DO. This individual is under formal appointment orders.

Cashier – is an individual designated by the DO to perform disbursing, collection, and accounting responsibilities. Must be of unquestionable integrity. This individual is under formal appointment orders.

Paying Agent – is an individual nominated by his Unit Commander through orders to the DO in order to make payments for small purchases. Must be of unquestionable integrity. This individual is under formal appointment orders.

Certifier – is an individual designated by the DET or BN CDR/XO or the FMSU XO to verify that disbursements and collections are proper and legal prior to processing by disbursing personnel. This individual is under formal appointment orders.



PECUNIARY LIABILITY

An Agent (DDO, DA, Cashier, Paying Agent) who has signed for cash, negotiable instruments, and paid vouchers has **pecuniary liability** for such items until their return to their principal (DDO, DA). If an agent feels that adequate security has not been provided by the command (such as a safe or cash box that only the agent has access to, appropriate physical security and/or guard) then the agent may refuse to disburse such funds and return the funds to the DO.

Responsibility for the physical security of the cash must **never** be delegated to anyone, even the Disbursing Officer (DO) and/or his delegates (Disbursing Agent, Paying Agents, other cashiers, etc.).



PECUNIARY LIABILITY (cont.)

In the event of **shortages** or **overages** of funds, the DO, DDO, or DA will review procedures to verify if the discrepancy was due to negligence on your part. Attention to detail, complying with the directives outlined in unit policies, and using effective security measures, while employing good common sense will minimize losses. It is imperative to take your time to do the job right. Do not feel pressured to forgo accuracy for the sake of speed. The agent is 100% responsible for the money that has been issued to him/her once the DD 1081 has been signed by both the agent and his/her principal.

Responsibility and security for your funds cannot be delegated.



CASH HANDLING PROCEDURES

- Keep all coins and currency segregated by denomination.
- Count funds a minimum of four times (1st to yourself from drawer, 2nd verification recount, 3rd count to the customer, 4th the customer counts the money back to you) before disbursing any funds. Have the customer verify the amount received before leaving. (If a customer leaves and returns stating there is a discrepancy, IMMEDIATELY cease cashier operations and notify your supervisor.)
- Keep funds received from customers in plain sight, counting out loud so there can be no grounds for dispute in the case of a possible discrepancy.



CASH HANDLING PROCEDURES (cont.)

- Ensure that your cash is guarded at all times.
NEVER leave funds unguarded.
- Handle cash with care and be alert at all times, do not become complacent.
- Count and bundle excess cash when business is slow using the correct banding tapes and coin wrappers.
- NEVER** allow anyone to count or handle your funds except when duly authorized and in your presence. Keep your eyes on your money.



ADVANCING FUNDS TO AN AGENT

All funds that are advanced to agents shall be documented by using a DD Form 1081 (Statement of Agent Officer's Account). The DD 1081 will be dated and signed by the person advancing the funds as well as the agent.

The agent will verify all money that is being advanced by actual cash count by denomination.

The agent will secure all money in a safe, or locked money bag that is always in his/her possession, until the money is returned.



DD 1081

STATEMENT OF AGENT OFFICER'S ACCOUNT				
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number) and Telephone number		
MARK DELL 1LT, FC Disbursing Agent 123-45-6789 3rd Financial Management Detachment FOB Finance, Afghanistan APO AE 09314		JOHN SMITH PFC, US Army Cashier 987-65-4321 3rd Financial Management Detachment FOB Finance, Afghanistan APO AE 09314		
DSSN 8850		DSSN 8850		
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS <i>a</i>	INCREASE (Received by Agent) <i>b</i>	BEGINNING BALANCE (In Agent's Account) <i>c</i>	DECREASE (Turned in by Agent) <i>d</i>	ENDING BALANCE (In Agent's Account) <i>e</i>
1. BALANCE FORWARD				
2. U.S. DOLLARS				
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify)				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10.				
11.				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER				
STATEMENT				
DISBURSING OFFICER	AGENT OFFICER			
<input type="checkbox"/> ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE TO THE ABOVE NAMED AS MY AGENT OFFICER.		<input type="checkbox"/> ON ADVANCE: I, AS AGENT OFFICER, HAVE FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR. I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.		
DATE	SIGNATURE OF DISBURSING OFFICER <i>[Signature]</i>	DATE	SIGNATURE OF AGENT OFFICER <i>[Signature]</i>	
<input type="checkbox"/> ON RETURN: I HAVE RECEIVED FUNDS AND/OR ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.		<input type="checkbox"/> ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.		
DATE	SIGNATURE OF DISBURSING OFFICER <i>[Signature]</i>	DATE	SIGNATURE OF AGENT OFFICER <i>[Signature]</i>	

Administrative Data

Transactions affecting Accountability

Advance- Statement of Understanding

Return- Statement of Understanding



ADVANCE DD 1081 - ADMIN DATA

Only to be filled out
by personnel on
Disbursing Agent
orders or above

Agent Officer's
information (Cashier
and above)

STATEMENT OF AGENT OFFICER'S ACCOUNT

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.

MARK DELL

1LT, FC

Disbursing Agent

123-45-6789

3rd Financial Management Detachment

FOB Finance, Afghanistan

APO AE 09314

DSSN 8850

AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS

JOHN SMITH

PFC, US Army

Cashier

987-65-4321

3rd Financial Management Detachment

FOB Finance, Afghanistan

APO AE 09314

DSSN 8850



ADVANCE DD 1081 - TRANSACTIONS

Ending balance from day prior. This can be
"\$0.00" if no money is previously in agent's
account.

Important Notes

Count currency thoroughly. You will be expected to have the total in block 12C upon Return (left over currency plus documentation)

Always use dollar signs right in front of the numbers. This will avoid any future "misunderstanding".

"Trust, but verify"

If you are not comfortable with the values, do not sign the DD 1081 and recount the money.

Currency advances <i>TRANSACTIONS</i>	TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT			
	INCREASE <i>(Received by Agent)</i>	BEGINNING BALANCE <i>(In Agent's Account)</i>	DECREASE <i>(Turned in by Agent)</i>	ENDING BALANCE <i>(In Agent's Account)</i>
1. BALANCE FORWARD		\$0.0		\$140,000. 00
2. U. S. DOLLARS	\$70,000.00	0		
3. FOREIGN CURRENCY (IRAQI DINAR)	\$70,000.0			
4. MILITARY PAYMENT CERTIFICATES	0			
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify) CHECKS				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10. FC Gain or Loss				
11. Cashier overage/shortage				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		\$140,000. 00		\$140,000. 00

Total advances/overall
agent accountability

Close up DD 1081 to avoid
"confusions"
with Disbursing Agent



ADVANCE DD 1081 STATEMENTS OF UNDERSTANDING

Once totals are verified, the principal initials, signs and dates

Once the totals are verified, the agent initials, signs and dates

STATEMENTS	
DISBURSING OFFICER	AGENT OFFICER
MD ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.	J ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.
DATE / SIGNATURE OF DISBURSING OFFICER 14 March****	DATE / SIGNATURE OF AGENT OFFICER John Smith
____ ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER	____ ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.

Once the DA and the cashier sign the DD 1081, it becomes an accountable document that needs safeguarding by both the principal and agent.



THREE MAIN TYPES OF AGENT TRANSACTIONS

The three main types of transactions a disbursing office deals with are:

DISBURSEMENTS- Decrease accountability.

COLLECTIONS- Increase accountability.

EXCHANGE TRANSACTIONS- receipt of one negotiable instrument in exchange for another or cash (does not affect overall accountability)



DISBURSEMENTS

A disbursement is a transaction that **decreases CASH** accountability. Since cash accountability decreases, the agent must always provide documentary evidence that the cash was properly and lawfully disbursed. Examples of Disbursements:

Local Pay (DD 1351-6 with DD 117)

Legal Claims or Contract payments (SF 1034)

Travel Advances/Settlements (DD 1351) *uncommon in theater*



DISBURSEMENTS - LOCAL PAY

Local payment limits will be established by the Theater Financial Management Support Center (TFMSC). A policy letter will be published to establish procedures for all Financial Management elements within their command.

All Local Payments, regardless of service (Army, Marines, Navy, Reserves, etc.) will be recorded on a DD form 1351-6 (Multiple Payments List) which is chargeable under the appropriate Accounting Classification. These actions will ensure that the transactions were properly collected against the Soldier's pay and are in balance IAW the Merged Accountability & Funding Report (MAFR) balancing of ²¹ this report starts at the cashier.



DISBURSEMENTS - LOCAL PAY (cont.)

Local payments for each service will be processed and recorded under their applicable DD 1351-6 and are “grouped” onto the appropriate DD 117. Cashiers are responsible for recording the individual transaction under the appropriate form designation. Failure to do so, might result in an uncollectable Local payment resulting in a Loss of Funds for which the cashier will be responsible for.



LOCAL PAYMENTS - DD 1351-6

MULTIPLE PAYMENTS LIST

ACTIVE ARMY ENLISTED			
MULTIPLE PAYMENTS LIST			
Page _____ of _____ Pages			
PRIVACY ACT STATEMENT			
AUTHORITY: Title 5 USC 5516, 5517, 5520, and 5701; Title 37 USC 404-427; and E.O. 9397			
PRINCIPAL PURPOSE(S): Used to supplement DD Form 1351-2, "Travel Voucher or Subvoucher," to substantiate claims for reimbursement when multiple individuals of an organization are performing official travel at the same time, between the same points, and accounting data is the same. The information collected may also be used as payroll list.			
ROUTINE USE(S): Information may be furnished to an employee's state and/or local taxing authorities, to comply with agreements entered into by the Secretary of the Treasury for verification of filing information used by an individual in a tax return. In addition, release of information on this form may be made to Federal, state, local or foreign law enforcement agencies, for investigation of and possible prosecution of an individual charged with violating any law, statute, rule, regulation, or order in this claim for restitution.			
DISCLOSURE: Voluntary; however, failure to furnish requested information may result in total or partial denial of amount claimed.			
1. TYPE OF PAYMENT (Check applicable)		D.O. VOUCHER NUMBER 151200	
<input type="checkbox"/> MILITARY PAY (MP)	<input type="checkbox"/> TRAVEL ALLOWANCE (TA)	<input checked="" type="checkbox"/> OTHER (Specify) LOCAL PAY	PAID BY 33rd FMCo Bagram, AF APO AE 09311
2. PAYROLL NUMBER (If applicable)		3. DATE OF COMPUTED PAYMENT 14 MAR **	
4. ORGANIZATION AND STATION 3rd Financial Management Detachment FOB Finance, Afghanistan APO AE 09314			
5. PAYEE IDENTIFICATION a. LAST b. FIRST c. MI d. SSN		e. TRAVEL ORDER OR OTHER AUTHORITY	f. AMOUNT
1			1
2			2
3			3
4			4
5			5
6			6
7			7
8			8
9			9
10			10
11			11
12			12
13			13
14			14
15			15
16			16
17			17
18			18
19			19
20			20
21			21
22			22
23			23
24			24
PAGE TOTAL 0.00			
6. ACCOUNTING CLASSIFICATION 21 2 2010.0000 90-0000 ZB14M400000 4140 CASUALPAY85500 P217 000000 012120			
7. PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATEMENTS ARE CORRECT AND PROPER			
a. NAME AND TITLE OF CERTIFYING OFFICER (Please type)	b. CERTIFYING OFFICER (Signature)		
CERTIFYING OFFICER			

Administrative Data

Individual payments

Accounting Citation

Certification



DD 1351-6 ADMIN DATA

Service designation (this is not part of the form). It will be either marked by the DA or cashier

Page number. Very important when having more than one page completely filled out for each service (think accountability)

Active Army Enlisted

MULTIPLE PAYMENTS LIST				Page 1 of 2 Pages
PRIVACY ACT STATEMENT				
AUTHORITY:	Title 5 USC 5516, 5517, 5520, and 5701; Title 37 USC 404-427; and E.O. 9397			
PRINCIPAL PURPOSE(S):	Used to supplement DD Form 1351-2, "Travel Voucher or Subvoucher," to substantiate claims for reimbursement when multiple individuals of an organization are performing official travel at the same time, between the same points, and accounting data is the same. The information collected may also be used as a payroll list.			
ROUTINE USE(S):	Information may be furnished to an employee's state and/or local taxing authorities, to comply with agreements entered into by the Secretary of the Treasury, for verification of filing information used by an individual in a tax return; in addition, release of information on this form may be made to Federal, state, local or foreign law enforcement agencies, for investigation of and possible prosecution of an individual charged with violating any law, statute, rule, regulation, or order in this claim for restitution.			
DISCLOSURE:	Voluntary; however, failure to furnish requested information may result in total or partial denial of amount claimed.			
1. TYPE OF PAYMENT (Check applicable)	MILITARY PAY (MP)	TRAVEL ALLOWANCE (TA)	OTHER (Specify) <input checked="" type="checkbox"/> Local Pay	D.O. VOUCHER NUMBER 151200 PAID BY 33rd FMSU Bagram, AF APO AE 09311 DSSN 8850
2. PAYROLL NUMBER (If applicable)	3. DATE OF COMPUTED PAYMENT 14 Mar **			
4. ORGANIZATION AND STATION	3 rd Financial Management Support Detachment FOB Finance, Afghanistan APO AE 09314			

Local Finance Unit Information and address

Date payments were made.

FMSU information and DSSN (Disbursing Station Symbol Number.)

Voucher numbers are assigned by DDS. The voucher number used on a particular DD 1351-6, must mirror the DD 1351-6 and DD 117 created by DDS.



DD 1351-6 INDIVIDUAL TRANSACTIONS

Name of individual receiving the Casual Pay (check ID Card)

SSN number (verify signed DA 2142 from Milpay). *Illegible SSN's can result in a loss of funds*

Amount of Casual Payment

Customer signature. Failure to obtain this signature will result in a loss of funds.

5. PAYEE IDENTIFICATION				e. UNIT	f. AMOUNT	g. SIGNATURE OR CHECK NUMBER	
a. LAST	b. FIRST	c. MI	d. SSN				
1 Dough, John	P.		123-45-6789		\$200.00		1
2 Valdez, Juan	J.		987-65-4321		\$150.00		2
3 Stonowitz, Cala	T.		564-65-1212		\$150.00		3
4							4
5 Total							5

All information in each line must be filled out prior to disbursing the money. Request, the soldier's ID card, and DA 2142 signed by Milpay, record the data, have customer sign then disburse. Never allow the customer to complete his own data in order to avoid illegible data or attemptive fraud.

10							
11							
12							
13							
14							
15							
Dollar value of sheet				PAGE TOTAL	\$500.00	5.	



DD 1351-6 ACCOUNTING CITATION AND CERTIFICATION

All Accounting Citations will be obtained from the DA Pam 37-100. It is the DA's responsibility to obtain the appropriate lines for the individual services. The DA must obtain these lines from the FMSU Disbursing and is responsible for the cashiers having the appropriate and most up to date data.

6. ACCOUNTING CLASSIFICATION

21 2 2010.0000 90-0000 ZB14M400000 4140 CASUALPAY88500 4140 P217 000000
012120 \$

7. PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATEMENTS ARE CORRECT AND PROPER

a. NAME AND TITLE OF CERTIFYING OFFICER (*Please type*)

Joe Dirt, SSG, Certifier

b. CERTIFYING OFFICER (*Signature*)

DD FORM 1351-6, JUN 93

Replaces DD Forms 115 (MAY 74), 1351-1 (SEP 61), and 1351-6 (NOV 64), which may be used until DEC 31, 1993.

Reset

Adobe Professional 7.0

Name and title of the
Certifier

Signature of Certifier (must
be on certifying orders)



LOCAL PAYMENT - DD 117 MILITARY PAY VOUCHER

DD 117s are required to consolidate multiple DD 1351-6s sheets. The DD 1351-6s attached to an individual DD 117 must be for the same component (i.e., Active, Reserve), branch (i.e., Army Marines) and grade (i.e., officer or enlisted). Since all the DD 1351-6s meet the same criteria at this point, they would be processed against a single default line of accounting. Although possible to have more than one line of accounting on a DD 117, it is strongly discouraged since it will cause unnecessary imbalances in the MAFR report.

The attached DD 1351-6s will share the same voucher number as the DD 117. The total of the DD 117 must equal to the addition of all DD 1351-6 totals.



LOCAL PAYMENTS - DD 117

MILITARY PAY VOUCHER

Administrative Data

Disbursing Agent verification

Accounting Citation and Cashier/Certifier verification

Individual payment data



DD 117 - ADMIN DATA

Branch of Service

Count of DD 1351-6s attached to DD 117

Voucher numbers are assigned by DDS. The totals and administrative data must match the attached DD 1351-6s.

1. DEPARTMENT ARMY	MILITARY PAY VOUCHER		VOUCHER NUMBER 151200
IDENTIFICATION AND CERTIFICATION			
3. ATTACHMENT 2 Pages	4. ORGANIZATION AND LOCATION 3rd Financial Management Detachment FOB Finance, Afghanistan	5. PAYROLL NUMBER	Location and DSSN of FMSU that you fall under
6. PURPOSE OF PAYMENT LOCAL PAYMENTS		Local Payments	
TO:	<ul style="list-style-type: none">• SEE ATTACHED Name of payee if DD 117 is used for a single payment. (See Attached when using DD 1351-6)		
		7. PAID BY 33rd FMCo Bagram, AF APO AE 09311 DSSN 8850 <i>(Brief Stamp)</i>	



DD 117 - DISBURSING AGENT VERIFICATION

Disbursing Officer's name
and title

DSSN

I CERTIFY this voucher is correct and proper for payment from the appropriation and/or fund indicated below.		
8. TYPED NAME OF DISBURSING OFFICER OMAR S. TYSON	9. DSSN 8850	10. SIGNATURE OF DISBURSING OFFICER OR DEPUTY
As Agent Officer to the above Disbursing Officer, I CERTIFY the amounts shown on the attached money lists have been paid by me to members listed thereon after proper identification.		
11. SIGNATURE OF AGENT OFFICER	12. DATE PAID 14 Mar **	

Signature of Disbursing Agent

Current Business date



DD 117 ACCOUNTING CLASSIFICATION CASHIER/CERTIFIER VERIFICATION

Default accounting citation for the applicable branch, component and grade.

Subtotal



DD 117 - INDIVIDUAL PAYMENT DATA

Portion not used in
normal contingency
Disbursing operations

PAYMENT DATA			
CHECK PAYMENT	18. AMOUNT	19. PAID BY CHECK NUMBERS	
		<u> </u>	TO <u> </u> INCL <u> </u>
CASH PAYMENT	20. AMOUNT	21. I acknowledge receipt of cash payment in amount stated. <u> </u> SIGNATURE OF PAYEE <i>(For an individual cash payment)</i>	



DD

Paid DD 135

ACTIVE MARINE OFFICER			
ACTIVE ARMY ENLISTED			
ACTIVE ARMY ENLISTED			
ACTIVE AIR FORCE ENLISTED			
MULTIPLE PAYMENTS LIST			
AUTHORITY:		PRIVATE ACT STATEMENT Title 5 USC 9516, 9517, 9520, and 9701; Title 37 USC 404-427; and D.C. 9397	
PRINCIPAL PURPOSE(S):		Used to substantiate DD Form 1351-2 "Travel Voucher or Suboucher" to substantiate organizations are performing official travel at the same time, between the same points, for the same purpose.	
ROUTINE USE(S):		Information may be furnished to an employee's state and/or local taxing authorities, Treasury, for verification of filing information used by an individual in a tax return; in other cases, as required by law, for investigation of and possible prosecution, regulation, or order in this claim for restriction.	
DISCLOSURE:		Voluntary; however, failure to furnish requested information may result in total or partial denial of payment.	
1. TYPE OF PAYMENT (Check applicable)			
<input checked="" type="checkbox"/> MILITARY PAY (MP) <input type="checkbox"/> TRAVEL ALLOWANCE (TA) <input checked="" type="checkbox"/> OTHER (Specify) <u>IA</u>		3. DATE OF COMPENSATION <u>14 March</u>	
2. PAYROLL NUMBER (If applicable)			
4. ORGANIZATION AND STATION 3rd Financial Management Detachment FOB Finance, Afghanistan APO AE 09314			
5. PAYEE IDENTIFICATION		a. TRAVEL ORDER OR OTHER AUTHORITY	
a. LAST b. FIRST c. MI d. SSN			
1			
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21			
22			
23			
24			
PAGE TOTAL			
8. ACCOUNTING CLASSIFICATION 5723500.0000 00-0000 000000000000 0000 CASUALPAY8500 W018 000000 525725			
9. PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATEMENTS ARE CORRECT			
a. NAME AND TITLE OF CERTIFYING OFFICER (Please type) CERTIFYING OFFICER		b. CERTIFYING OFFICER	

1. DEPARTMENT MARINES	MILITARY PAY VOUCHER		2. VOUCHER NUMBER 151400
IDENTIFICATION AND CERTIFICATION			
3. ATTACHMENT 1 Pages	4. ORGANIZATION AND LOCATION 3rd Financial Management Detachment FOB Finance, Afghanistan	5. PAYROLL NUMBER	
6. PURPOSE OF PAYMENT LOCAL PAYMENTS		7. PAID BY 33rd FMCo Bagram, AF APO AE 09311 DSSN 8850	
TO: SEE ATTACHED		(Brief Stamp)	
I CERTIFY this voucher is correct and proper for payment from the appropriation and/or fund indicated below.			
8. TYPED NAME OF DISBURSING OFFICER OMAR S. TYSON	9. DSSN 8850	10. SIGNATURE OF DISBURSING OFFICER OR DEPUTY	
As Agent Officer to the above Disbursing Officer, I CERTIFY the amounts shown on the attached money lists have been paid by me to members listed thereon after proper identification.			
11. SIGNATURE OF AGENT OFFICER		12. DATE PAID 14 Mar **	
APPROPRIATION CHARGES			
13. APPROPRIATION 17 2 1105.2701 00-0000 0000000000 0000 CASUALPAY88500 W024 000000 067443	14. AMOUNT \$ 500.00		
 <p>Marine Active Officer line of accounting</p>			
15. PREPARED BY CASHIER	16. REVIEWED BY CERTIFIER	17. TOTAL \$ 500.00	
PAYMENT DATA			
CHECK PAYMENT	18. AMOUNT	19. PAID BY CHECK NUMBERS TO INCL	
CASH PAYMENT	20. AMOUNT	21. I acknowledge receipt of cash payment in amount stated. SIGNATURE OF PAYEE (For an individual cash payment)	

Marine Active Officer line of accounting



DISBURSEMENTS - LEGAL CLAIMS

Legal Claims are prepared and paid in order to reimburse non-military personnel for damage to their property during U.S. Forces combat operations. These payments must always be recorded and paid using an SF 1034.

Legal payments are dictated by the local Legal office. They determine and Certify the amount to be paid. The Legal office OIC (individual signing and Certifying the payment) has to be on Certifier orders in order to certify a payment. Finance will never certify a Legal Payment. A copy of the orders and DD 577 must be kept on record at all times.



DISBURSEMENTS - CONTRACT PAYMENTS

Contract Payments are prepared and paid in order to pay for goods or services not obtainable through normal Army supply channels. These payments must always be recorded and paid using an SF 1034.

Contract payments are dictated by the documentation received from the Contracting, Resource Management and Commercial Vendor Services offices. These payments must be prepared and certified by CVS personnel but disbursing personnel must be extremely familiar with them in order to properly pay them.



SF 1034 – CONTRACT PAYMENTS OR LEGAL CLAIMS

STANDARD FORM 1034 Revised October 1967 Department of the Treasury 1 TFM 4-2000 1034-121		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL		VOUCHER NO.	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION		DATE VOUCHER PREPARED		SCHEDULE NO.	
		CONTRACT NUMBER AND DATE		PAID BY	
		REQUISITION NUMBER AND DATE			
PAYEE'S NAME AND ADDRESS				DATE INVOICE RECEIVED	
				DISCOUNT TERMS	
				PAYEE'S ACCOUNT NUMBER	
SHIPPED FROM		TO	WEIGHT	GOVERNMENT ITEM NUMBER	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Brief description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE	AMOUNT
				COST PER	(+) (-)
Use continuation sheet(s), if necessary.		(Payee must NOT use the space below)		TOTAL	
PAYOUT: <input type="checkbox"/> PROVISIONAL <input checked="" type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR BY ²	EXCHANGE RATE -\$1.00	DIFFERENCES Amount verified, correct for payment (Signature or Initials)	
Bearing my authority vested in me, I certify that this voucher is correct and proper for payment.					
(Date)		(Authorized Certifying Officer)		(Title)	
ACCOUNTING CLASSIFICATION					
P A D S	CHECK NUMBER	ON TREASURER OF THE UNITED STATES	CHECK NUMBER	ON (Name of bank)	
A D S	CASH	DATE	PAYEE ³	FOR TITLE	
1 When stated in foreign currency, insert name of currency. 2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3 Insert the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary" or "Treasury" as the case may be.					

Previous edition usable

PRIVACY ACT STATEMENT
The information requested on this form is required under the provisions of 31 U.S.C. 426 and 426c, for the purpose of disbursing Federal money.
The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge
of the payment obligation.

Administrative Data

Description of goods or services

Payment calculation and payment grand total

Payment certification, accounting data and payment method



SF 1034 - ADMINISTRATIVE DATA

Finance Unit
making the
payment

Date prepared

Legal claim- Claim
number

Contract- Purchase

Purchase Request and
Commitment (PR&C- DD
3953) number. **Contracts
only**

Standard Form 1034 Revised October 1967 Department of the Treasury 1 TFM 4-2000 1034-121	PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL		VOUCHER NO. 210641
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION DEPARTMENT OF THE ARMY		DATE/VOUCHER PREPARED 14 MAR ****	SCHEDULE NO.
3 rd FMSD FOB Finance, Afghanistan APO AE 09314		CONTRACT NUMBER AND DATE DABT51-07-4254	PAID BY 33rd FMSU Bagram, AF APO AE 09311
		REQUISITION NUMBER AND DATE W9115RK1230012	DSSN DATE INVOICE RECEIVED 8850
PAYEE'S NAME AND ADDRESS HASSAN BABAR Cinder Block Co. Bagram, Afghanistan			DISCOUNT TERMS
SHIPPED FROM	TO	WEIGHT	PAYEE'S ACCOUNT NUMBER
			GOVERNMENT B/L NUMBER

Voucher
numbers are
assigned by
DDS.

FMSU
information
and DSSN
(Disbursing
Station
Symbol
Number)

PAYEE information (verify ID)

The SF 1034 will be completed before the cashier receives it. A cashier should be 100% familiar with the documents he/she pays. Knowing if a payment is legitimate is wise. Question the incorrect... Trust but verify!



SF 1034 DESCRIPTION OF GOODS OR SERVICES - LEGAL CLAIM

Claim number and date processed		Description of items to be paid for due to combat operations.	Quantities and prices of goods or services		Individual line totals. Totals may be in Foreign Currency if Legal calls for an FC payment.	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>	QUAN-TITY	UNIT PRICE		(1)
				COST	PER	
SP003 46 14 Mar**	14 Mar**	Accidental shooting of half dead family dog (25% depreciation)	1	200. 00	e a	FC 200.00
				Gross total before any other calculation. Totals may be in Foreign Currency if Legal calls for an FC payment.		
(Use continuation sheet(s) if necessary)		(Payee must NOT use the space below)			TOTAL	FC 200.00

An experienced and well rounded agent will verify the additions of all individual line totals. Never leave room for under or overpayment.



SF 1034 DESCRIPTION OF GOOD OR SERVICES - CONTRACT PAYMENT

CLIN (Contract Line Identification Number) and Effective date of contract

Date the goods were accepted

Description of items to be paid (must match the contract, invoice and receiving report)

Quantities and prices of goods or services

Individual line totals. **Totals may be in Foreign Currency if the contract calls for an FC payment.**

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUAN-TINY	UNIT PRICE		AMOUNT (1)
				COST	PER	
A0001 14 Mar**	14 Mar*	Quick dry cement (100lb bag)	20	500.00	bag	FC 10000.00
A0002 14 Mar**	14 Mar*	Wood planks (2"x4"x10')	300	100.00	ea	FC 30000.00
Gross total before any other calculation. Totals may be in Foreign Currency if the contract calls for an FC payment.						
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below)						TOTAL FC 40000.00

An experienced and well rounded agent will verify the additions of all individual line totals. Never leave room for under or overpayment.



SF 1034 PAYMENT

Payment type:
Legal claims are
always "Final".
Contract payments
could be either
partial or final.

US Dollar
value of
payment

Exchange
rate if the
payment is
made in
foreign
currency

Discounts
or
interest

Gross total before any
other calculation.
**Totals may be in
Foreign Currency if
the contract calls for
an FC payment.**

(Use continuation sheet(s) if necessary)		(Payee must NOT use the space below)		TOTAL	FC 40000.00
PAYMENT: <input checked="" type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR BY ² Mark Dell, 1LT, FC TITLE Disbursing Agent	EXCHANGE RATE FC 100.00 = \$1.00	DIFFERENCES		
				Amount verified; correct for payment (Signature or initials)	FC 40000.00

Contract Pmt- DA information
Legal Claim- Legal OIC
information

Cashier must circle
and initial total

Total paid.
**Foreign
Currency**
For Dollars

amount Verified Correct For ÷ Exchange Rate = Approved For

The agent must verify the math. Failure to do so could result in over or underpayment.



SF 1034 PAYMENT CERTIFICATION AND ACCOUNTING DATA

Only personnel with Certifying Orders may sign this block

Pursuant to authority vested in me, I certify to		for payment.	
14 Mar**** (Date)	 (Authorized Certifying Officer)		Certifier (Title)
ACCOUNTING CLASSIFICATION			
2122020 22-0204 P436099.22-4200 VIRQ F9206 APC: 9204 S99999			\$400.00
Accounting Citation and total paid: Claims- Legal will provide			
Contract- Must be same as contract and PR&C			
P A I D	CHECK NUMBER CASH B Y	ON TREASURER OF THE UNITED STATES DATE \$400.00 14 March****	CHECK NUMBER ON (Name of bank) PAYEE ³ 
1 When stated in foreign currency, insert name of currency. 2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3 When a voucher is received in the name of a company or corporation, the name of the person issuing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.		FOR TITLE	

Complete if payment was made by treasury check

Complete if payment was made by cash

Must obtain signature from payee. Failure to do so could result in a loss of funds.

Must Equal “Approved For” Block



COLLECTIONS

A collection is a transaction that **increases CASH** or negotiable instrument accountability. Once the cashier takes in the collection, his/her accountability will go up thus making the cashier responsible to report the increase during return. Examples of collections:

SDP- Savings Deposit program (DD 1131)

AAFES deposit (DD 1131) - (*Rare circumstances*)

Postal deposit (DD 1131) - (*Rare circumstances*)

Money found and turned in to Finance (DD 1131)

Statement of Charges (DD 362)

Most AAFES and Postal transactions are currently processed via the SVC Deposit Card. Although this is the case, the cashier might still be required to know how to process a manual transaction in case the SVC deposit card does not work or a remote location is being serviced during a FMST mission. **Do not process a deposit to an SVC card and an 1131 for the same transaction in DDS**



SDP (SAVINGS DEPOSIT PROGRAM) COLLECTIONS

Members who are on a permanent duty assignment

outside the United States, or its possessions, can deposit their unallotted current pay and allowances. Amounts up to \$10,000.00 could be deposited with interest accrual at the rate of 10 percent per year compounded quarterly. Members entitled to participate in the program may deposit amounts of \$5.00 or more, in multiples of \$5.00, at any finance office.

Prepare a **DD Form 1131**, Cash Collection Voucher for any member making a cash, SVC or check deposit. If a member desires to make deposits via allotment, have them see the Military Pay section to complete a DD Form 2558. Reserve Component members are not authorized to setup allotments.



DD 1131 - CASH COLLECTION VOUCHER

Administrative Data

Individual Collections

Voucher total



DD 1131 - ADMIN DATA

Receiving office blocks used for FMST Cashier

Local Disbursing office data

Voucher numbers are assigned by DDS.

CASH COLLECTION VOUCHER	1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER 000421
3. RECEIVING OFFICE	2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER
4. ACTIVITY (Name and Location) (Include ZIP Code) 3 rd FMSD FOB Finance, Afghanistan APO AE 09314 FMST	
b. DISBURSING OFFICE (Printed Name, Title and Signature) SPC HECTOR CARRILLO FMST CASHIER	d. DATE (YYYYMMDD) 14 Mar ****
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: DSN:	
4. DISBURSING OFFICE	
a. ACTIVITY (Name and Location) (Include ZIP Code) 3 rd Financial Management Detachment FOB Finance, Afghanistan APO AE 09314 FMST	
b. DISBURSING OFFICE (Printed Name, Title and Signature) OMAR S. TYSON MAJ, FC Disbursing Officer	d. DISBURSING STATION SYMBOL NUMBER 8850
	
14 Mar ****	

Disbursing Officer data; may be signed by DA (only DD 1131 signature required by DFAS contingency voucher data standards).

Date collection was taken in

DSSN



DD 1131 - INDIVIDUAL COLLECTIONS (SDP)

Business date

Customer Information. The cashier must complete.

Description of collection

Amount of collection

Accounting citation for each specific branch/component

PERIOD: FROM		TO		
DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
14Mar**	SDP HARRY, DIRTY C. 123-45-6789 O3 ARMY ACTIVE Signature: 	SDP DEPOSIT CHK #143 14 Mar **	\$2,000.00	21X6010.0000 19 0000 0000000000 0000 US SDP8850DHA6789 W009 000000 012120

Important

Notes: cashier must have the Disbursing Agent sign the DD 1131

before the

• ~~All SDP collections~~ can be done by receiving a check, SVC or cash from the

• All collections must be

• ~~Reported~~ customer place a copy of the DD 1131 into the "CCV"

• ~~Provide~~ the customer with a copy of the DD 1131.



DD 1131 - INDIVIDUAL COLLECTIONS (AAFES/POSTAL)

Business date

Customer Information. The agent must complete.

Description of collection

Amount of collection

Accounting citation for all services and fiscal years

PERIOD:		FROM	TO	
DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
14MAR**	AAFES PX FOB Finance, Afghanistan APO AE 09314 Signature  authorized AAFES rep.	AAFES Deposit for Business day Of 14 March ****	\$2,000.00	21X6501 0000 00000 S12106 G103



DD 1131 - TOTAL

Once the cashier takes in the collection, he is fully responsible for the amount of money received. Failure to properly account for the cash or check taken in could result in a overage or loss of funds.



DD 1131 - INDIVIDUAL COLLECTIONS (AAFES/POSTAL)

Important Notes

- An AAFES Cash Collection must only be processed if they do not have an ECC deposit card (very rare) that the funds can be loaded to.
- Use the line of accounting provided to you by the DA.
- The cashier must have the Disbursing Agent sign the DD1131 before the collection is taken in.
- AAFES/Postal collections will always be USD cash. Never take checks because the Finance Office will automatically assume responsibility of any dishonored check.



DD 1131 - INDIVIDUAL COLLECTIONS (AAFES/POSTAL)

Important Notes (cont.)

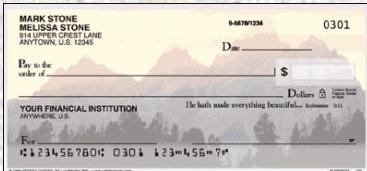
- Count the money thoroughly and look for counterfeit or torn bills. Keep in mind their money does not come from a bank
- If you find a suspicious bill, report it to your Disbursing Agent immediately. Do not take it in!
- A Copy of the DD 1131 must be placed into the “CCV Box” by AAFES/Postal
- Provide AAFES/Postal with a signed copy of the DD 1131



EXCHANGE TRANSACTIONS

An exchange transaction is one of the most common cashier functions. This type of transaction requires the cashier to “take in” a negotiable instrument or cash into their accountability in exchange for US \$ or foreign currency.

Exchange transactions do not affect the “overall” accountability of the cashier since the value of the negotiable instrument must equal to the amount of cash being disbursed to the customer (check for \$100 in exchange for \$100 cash).





EXCHANGE TRANSACTIONS NEGOTIABLE INSTRUMENTS

Personal check cashing limits and policy will be established by the Theater FMSC.

All check cashing, regardless of service will be recorded on a DD form 2664 (Record of Individual Exchange Transactions) in order to maintain good audit trail and to help settle any future disputes.

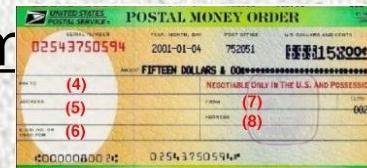
Check cashing services will be provided for the following individuals:

- US military personnel
 - Department of the Army Civilians
 - DoDDS employees
 - Retirees
 - Contractors

(MOA) of



MARK STONE MARBLE STONE 914 UPTON CREST LANE ANYTOWN, U.S. 12345	5-66791234	0301
	Due _____	
To the order of _____	\$ _____	
		Dollars <input type="text"/> <small>cents</small>
YOUR FINANCIAL INSTITUTION ANYWHERE, U.S.		
He hath made everything beautiful... Ecclesiastes 3:11		
For _____		
4 1 2 3 4 5 6 7 8 0 1 0 3 0 1 1 2 3 4 5 6 7 8 9		





EXCHANGE TRANSACTIONS NEGOTIABLE INSTRUMENTS (cont.)

The following are checks we are able to cash:

- 1. Personal checks- Must meet the following minimum criteria:**
 - a. Payable to "FAO DSSN ****"
 - b. Written in \$10.00 increments
 - c. Does not exceed the maximum amount IAW Policy
 - d. The consent stamp is initialed by the customer acknowledging a payroll collection if check is returned (bounced)
- 2. Treasury/State Checks- Must meet the following criteria:**
 - a. Must be made to the person cashing it
- 3. Money orders- Must meet the following criteria:**
 - e. Payable to "FAO DSSN ****"

All customers must have a valid ID card. It is the cashier's responsibility to ensure the information on the ID card, matches the information on the check.



EXCHANGE TRANSACTIONS EXAMPLE PERSONAL CHECK

Name of customer
IAW ID card

Admin data (dictated
by Local SOPs and
policies)

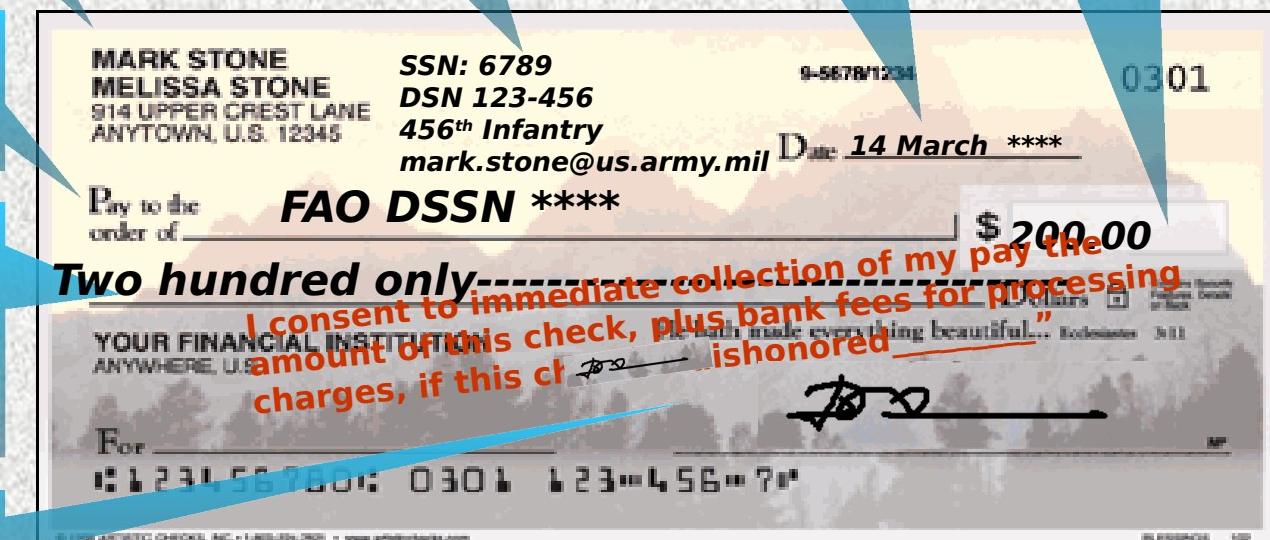
Today's date.
Cannot be
postdated

Check amount
must be legible
and cannot
exceed set limits

Must be made
to "FAO DSSN
****"

Written amount
must be legible
and must
match the
numerical
amount

Check must be
signed by
customer



front of the check will be stamped with the authorized consent stamp (customer must initial). Checks processed manually will be kept by the cashier.

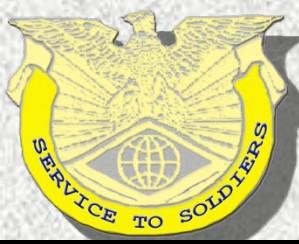


EXCHANGE TRANSACTIONS STORED VALUE CARD (SVC)

Purpose of the Stored Valued Card (SVC):

- Cash Management tool for Finance, Merchants, and Soldiers
- Is similar in concept to pre-paid gas, gift, or phone cards
- Secure computer chip on card stores and process “electronic currency”
- Issued/replaced on-site at Finance and accepted at most base merchants
- Provides deployed personnel “24/7” fee-free access to personal funds
- No “on-line” telecom requirement as transactions are processed “off-line”

Outside of the SVC Kiosk transactions, the cashier is first link in the proper processing of loads and sales in SVC and DDS. Any inaccuracy between what was processed against the card and what was processed *The Analysis of Unmatched Transactions (AUT) is used to determine what was processed against a card versus what was processed in DDS so there is no room for error when processing SVC transactions. Any fraud will ultimately be detected and dealt with via UCMJ.*



EXCHANGE TRANSACTIONS STORED VALUE CARD (SVC) (cont.)

All SVC Card transactions will be processed in this fashion unless local SOP includes additional steps:

1. Verify the customer's identity by ID card. The SVC card should have the customer's name and signature on the back (prevent fraud)
2. SVC transactions have to be recorded on DD 2664 for accountability purposes. The DD 2664 will serve as the document that shows what transpired during your business day. Make sure to have the customer sign the form prior to completing the transaction.
3. Do not confuse the "Incoming" with the "Outgoing" in DDS or manually- you will be out of balance
4. Do not confuse a "Sale" from a "Load" - you will be out of balance and some of the transactions in SVC are not reversible
5. Know what an SVC-related transaction does to your accountability and where it shows up on a the DD 1081 and DD 2665. Knowing this will save you hours of balancing out by being able to pinpoint your discrepancy.
6. TR Files have to be transmitted to FRBB daily. Non-transmission of TR files will result in imbalances at the DDO level and possibly your personal check book.
7. Know where to find exchange transactions in DDS after being processed; know how to back them out in order to alleviate any imbalances or fix any mistakes



EXCHANGE TRANSACTIONS STORED VALUE CARD (SVC) (cont.)



LOADES

SVC Card Processing Load Transaction Detail Report - All Types		
Time of Transaction	Card Number	Amount
3/26/2007 10:34:34AM	1111101100000400247	\$350.00
3/26/2007 2:47:28PM	1111101100000400252	\$1,000.00
Total Transactions	2	\$1,350.00
Average Transaction Amount		\$675.00



SALES

Increases accountability

JUL 07, 08	
111110110000402755	15:29:45
111110110000402763	15:30:21
111110110000402774	15:31:04
111110110000402774	15:31:36
111110110000402765	15:32:07
111110110000402765	15:32:37
111110110000402765	15:33:06
111110110000402759	15:33:36
111110110000402777	15:34:07
111110110000402767	15:34:49
111110110000402772	15:35:18
111110110000402781	15:35:47
111110110000402776	15:37:00
CARD TOTALS	
Sales 13	\$1175.00
PLEASE KEEP FOR YOUR RECORDS	

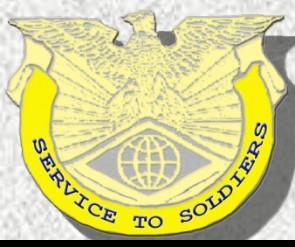
Decreases accountability



EXCHANGE TRANSACTIONS IMPORTANT INFORMATION

Although simple to process at the cashier level, the negotiable instrument taken in must still be redeemed by higher level agencies such as the Federal Reserve Banks. SVC Card transactions must be submitted by creating a TR file that the FRB will use to withdraw the funds from the Soldier's bank account. The checks must also be submitted to the FRB but this will be accomplished by approving the check batch produced in OTCnet at the end of the business day.

Any discrepancy between what was processed manually or in DDS versus what was submitted to the FRB will result in a possible loss of funds collectable from the cashier.



DD 2664 (RECORD OF INDIVIDUAL EXCHANGE TRANSACTIONS)

Administrative Data

Customer information and signature

Record of individual transactions



DD 2664 - ADMIN DATA

Disbursing
Agent
information

Current day of
business

Exchange rate
(when
utilized)

DSSN

Sheet
number

CURRENCY EXCHANGE RECORD RECORD OF INDIVIDUAL EXCHANGE TRANSACTIONS		PAGE	OF
1. DISBURSING OFFICER DESIGNATION Mark Dell 1LT, FC Disbursing Agent FOB Finance, Afghanistan APO AE 09314	2. RATES OF EXCHANGE <i>(Number of Foreign Currency Units to one U.S. Dollar)</i> 100:1	3. DATE <i>(YYYYMMDD)</i> **** 0314	4. DSSN 8850
5. NAME OF CASHIER OR DEPUTY John P. Smith, SPC USA			

Cashier name



DD 2664 – RECORD OF INDIVIDUAL TRANSACTIONS

Type of NI taken in:

- TC-Treasury check
- PC-Personal check
- MO Money Order
- SV- EC Card

Amount of outgoing to customer (SVC Load, cash, etc.)

Amount of incoming from customer (SVC Sale, check, currency, etc.)

The cashier must fill this out using the customer's ID card. The customer must sign.

6. RECEIVED FROM CUSTOMER				7. DISBURSED TO CUSTOMER				8. NAME AND OTHER INFORMATION REQUIRED BY DISBURSING OFFICER ON PERSON FOR WHOM EXCHANGE IS MADE	
a. TYPE OF NEGOTIABLE INSTRUMENT RECEIVED <i>(Personal Check, etc.)</i>	b. U.S. CURRENCY AND COIN	c. FOREIGN CURRENCY	d. TOTAL	e. U.S. CURRENCY AND COIN	f. FOREIGN CURRENCY	g. SVC FORIGN CURRENCT	d. TOTAL	Name, Social Security Number <i>Signature</i>	Name, Social Security Number <i>Signature</i>
TC/1Mar12	\$200.00		\$200.00	\$200.00			\$200.00	Lopez, Fernando	987-65-4321
PC/#0130	\$150.00		\$150.00	\$150.00			\$150.00	Valdez, Juan J.	987-65-4321
	\$120.00		\$120.00	\$100.00	FC 2,000		\$120.00	Wallace, William	987-65-4321
PC/#854	\$200.00		\$200.00	\$180.00	FC 1,000	SV \$10.00	\$200.00	Paw, Jaguar	987-65-4321
SV 123456	\$100.00		\$100.00	\$50.00	FC 5,000		\$100.00	Cousteau, Jack	987-65-4321

Sales!

Loads!

Although this form has no money value, it is required to be maintained and properly filled out. This form will be returned at the end of the business day with all signatures and accurate data.



BALANCING OUT

Balancing out is a delicate process that must always be done to standard not time. In order to “clear” the daily business and conduct a successful return, many preparations must be made prior to presenting the daily business to the principal.

- Verify that all DD 1351-6 forms have been properly completed, totaled, signed by the appropriate individuals and that all information is legible. The manual DD 1351s must be a mirror image of the one printed from DDS.
- Utilize the DD 2664 to insure all cashed checks are accounted for by name and amount cashed. **Checks used for SDP deposits will not show on DD 2664, verify using the DD 1131's.** The manual DD 2664 must be a mirror image of the one printed from DDS when used.



BALANCING OUT (cont.)

- Ensure the SF 1034s have all been signed by the appropriate agents.
- Make sure all collections have been signed by the DA.
- Count your cash and bundle it.
- If OTCnet and SVC are used, ensure the totals of the OTCnet Batch Listing, SVC sales receipt and SVC load detail Report equal to the negotiable instrument and SVC entries of the return DD 1081.
- Ensure all entries on the return DD 1081 are supported by the appropriate documentation and cash amount



BALANCING OUT

DD 1081

INCREASES

STATEMENT OF AGENT OFFICER'S ACCOUNT	
NAME AND ADDRESS OF AGENT OFFICER	NAME AND ADDRESS OF INSURANCE COMPANY
AMOUNT RECEIVED BY AGENT OFFICER	AMOUNT PAID TO INSURANCE COMPANY
AMOUNT RECEIVED BY AGENT OFFICER FROM INSURANCE COMPANY	AMOUNT PAID BY INSURANCE COMPANY TO AGENT OFFICER
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT	
TRANSACTION	AMOUNT DEBIT CREDIT
1. PAYMENT MADE	
2. PAYMENT RECEIVED	
3. WITHDRAWAL	
4. DEPOSIT	
5. TRANSFER MADE	
6. TRANSFER RECEIVED	
7. PAYMENT MADE	
8. PAYMENT RECEIVED	
9. DEPOSIT	
10. WITHDRAWAL	
TOTAL PAYMENT MADE BY AGENT OFFICER	STATEMENTS
DISBURSEMENTS	
ON ADVANCE - I HAVE RECEIVED FUNDS FROM THE INSURANCE COMPANY AS INDICATED IN THE STATEMENT TO THE AMOUNT NAMED AS MY AGENT OFFICER.	
ON RETURN - I HAVE RECEIVED FUNDS AMONG THE DISBURSEMENTS FROM THE INSURANCE COMPANY AS NAMED AGENT OFFICER.	
ON RETURN - THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.	

Beginning Balance

SVC Card Processing		
Load Transaction Detail Report - All Types		
3/26/2007 To 3/26/2007		
Device 131075		
Time of Transaction	Card Number	Amount
3/26/2007 10:28:34AM	1111101100000400247	\$10.00
3/26/2007 2:47:20PM	1111101100000400252	\$1,000.00
Total Transactions	2	\$1,350.00
Average Transaction Amount		\$675.00

Collections

DECREASES

Stored Value Card Loads



Stored Value Card Sales **Cashed Checks**



**If a cashier's DD 1081 SVC and OTCNET totals do not match the receipts and batch lists produced by these systems,
THE CASHIER IS NOT IN BALANCE!**

DD 117s with 1351-6
SF 1034 (Legal and CYS)



Left over cash (ending account ability)



RETURN DD 1081 - TRANSACTIONS NO CASH RETURNED

Collection
s taken
through
the day

SVC Loads

SVC Card Processing Load Transaction Detail Report - All Types 3/26/2007 To 3/26/2007 Device 111073		
Date of Transaction	Card Number	Amount
3/26/2007 10:14:02AM	01111000000000000000	\$1,350.00
Total Transactions	2	\$1,350.00
Average Transaction Amount		\$675.00

TRANSACTIONS a	INCREASE (received by Agent) b	Beginning Balance (in Agent's Account) c		DECREASE (Turned in by Agent) d	ENDING BALANCE (in Agent's Account) e
		BEGINNING BALANCE (in Agent's Account) c	ENDING BALANCE (in Agent's Account) e		
1. BALANCE FORWARD		\$140,000. 00			\$147,350. 00
2. U. S. DOLLARS					
3. FOREIGN CURRENCY (IRAQI DINAR)					
4. MILITARY PAYMENT CERTIFICATES					
5. COLLECTIONS	\$6,000. 0				
6. DEPOSITS	0				
7. NEGOTIABLE INSTRUMENTS					
A. TREASURY CHECKS					
B. MILITARY PAYMENT ORDERS					
C. OTHER (Specify) CHECKS					
8. PAID VOUCHERS				\$735. 00	
9. INCORRECT VOUCHERS RETURNED				\$20,000. 00	
10. FC Gain or Loss SVC Load	\$1,350. 0				
11. Cashier overage/shortage SVC Sales	0				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		\$147,350. 00			\$125,440. 00

Gross
accountabili
ty

Cashed
checks

Voucher
disbursemen



SVC Sales



Total increases (gross
accountability)

Left over currency. Amount
still accountable to the DA.
Must match block 32e of DD



RETURN DD 1081 - TRANSACTIONS CASH RETURNED

Collection
s taken
through
the day

SVC Loads

SVC Card Processing Load Transaction Detail Report - All Types 3/26/2007 To 3/26/2007 Device 111107			
Date of Transaction	Card Number	Amount	Comments
3/26/07 11:43:02	01111000000000000000	\$1,350.00	
Total Transactions	2	\$1,350.00	Average Transaction Amount \$675.00

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS	INCREASE (received by Agent)	BEGINNING BALANCE (in Agent's Account)	DECREASE (Turned in by Agent)	ENDING BALANCE (in Agent's Account)
1. BALANCE FORWARD		\$140,000. 00		\$147,350. 00
2. U. S. DOLLARS			\$100,440. 00	
3. FOREIGN CURRENCY (IRAQI DINAR)			\$25,000.0 0	
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS	\$6,000.0 0			
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify) CHECKS			\$735. 00	
8. PAID VOUCHERS			\$20,000. 00	
9. INCORRECT VOUCHERS RETURNED			00	
10. FC Gain or Loss SVC Load	\$1,350.0 0			
11. Cashier overage/shortage SVC Sales			\$1,175.0 00	
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		\$147,350. 00	0	\$0.00

Total increases (gross accountability)

Left over currency. Amount still accountable to the DA. Must match block 32e of DD

Gross
accountabili
ty

Returned US

Returned FC

Cashed
checks

Voucher
disbursemen
ts

SVC Sales





RETURN DD 1081 - STATEMENTS OF UNDERSTANDING

STATEMENTS	
DISBURSING OFFICER	AGENT OFFICER
<input type="checkbox"/> ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE	<input type="checkbox"/> ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY

Once the DA and the cashier sign the DD 1081, it becomes an accountability document that needs safeguarding by both the DA and the cashier.

DATE / SIGNATURE OF DISBURSING OFFICER	DATE / SIGNATURE OF AGENT OFFICER
MD ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER	J ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS S CORRECT.
DATE / SIGNATURE OF DISBURSING OFFICER 14 March****	DATE / SIGNATURE OF AGENT OFFICER John Smith

DD FORM 1081, 1 MAY 75

Once totals are verified,
the DA initials, signs and
dates

Once the totals are verified,
the cashier initials, signs and
dates



DD 2665 – DAILY AGENT ACCOUNT SUMMARY

DAILY AGENT ACCOUNTABILITY SUMMARY				1. DATE		
SECTION I – SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS						
* LINE #	b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE	
1.	ACCOUNTABILITY – Beginning of Day					
2.	<input checked="" type="checkbox"/> ADVANCES	a. Cash	b. Prepositional Checks	c. Other		
3.	<input checked="" type="checkbox"/> C VOUCHERED COLLECTIONS					
4.	<input checked="" type="checkbox"/> E TREASURY CHECK ISSUES	a. Vouchers	b. Other			
5.	<input checked="" type="checkbox"/> A TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	<input checked="" type="checkbox"/> Z EXCHANGE GAIN ACCUMULATIONS					
7.	<input checked="" type="checkbox"/> X OTHER (Explain)					
8.	<input checked="" type="checkbox"/> Z TOTAL INCREASES					
9.	GROSS ACCOUNTABILITY					
10.	<input checked="" type="checkbox"/> D TRANSFERS TO OTHER DISBURSING OFFICERS					
11.	<input checked="" type="checkbox"/> C EXCHANGE LOSS ACCUMULATIONS					
12.	<input checked="" type="checkbox"/> X OTHER (Explain)					
13.	<input checked="" type="checkbox"/> Z RETURNS TO PRINCIPAL	a. Paid Vouchers	b. Deposit Tickets			
		c. Other Returns (Explain)				
14.	<input checked="" type="checkbox"/> Z TOTAL DECREASES					
15.	ACCOUNTABILITY BY SOURCE					
SECTION II – DISTRIBUTION OF AGENT ACCOUNTABILITY						
* LINE	b. ELEMENT OF ACCOUNTABILITY	c. ACCOUNTABILITY BEFORE DEPOSIT	d. TRANSFERRED TO DEBTOR	e. ACCOUNTABILITY AFTER TRANSFER		
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)					
18.	CASH ON HAND	a. ACCOMMODATION (Foreign)	UNITS	RATE		
		b. OPERATING	UNITS	RATE		
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)					
21.	NEGOTIABLE INSTRUMENTS	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS					
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (net LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY					
33.	SECTION III – DISTRIBUTION OF AGENT ACCOUNTABILITY					
* LINE	b. LOCATION	c. CASH (Foreign Units)	d. CASH (U.S.)	e. PREPOSITIONED CHECKS	f. MILITARY PAYMENT CERTIFICATES	g. OTHER
34.	AGENT					
35.	DEPUTY AGENT					
36.	CASHIER					
37.	OTHER (Specify)					
38.	TOTALS					
2. NAME OF AGENT (Type or Print)			3. ADDRESS OF AGENT (Type or Print)			
4. SIGNATURE OF AGENT						
FOR INSTRUCTIONAL PURPOSES ONLY						

Section I-Summary of Daily Accountability Transactions
(what happened)

Section II- Distribution of Agent Accountability (*disposition of transactions*)

Section III- Distribution of Agent Accountability (*not applicable to cashiers*)

Cashier authentication



DD 2665 – SECTION I (WHAT HAPPENED TODAY?)

DAILY AGENT ACCOUNTABILITY SUMMARY				1. DATE 14 March **				
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS								
a. LINE NO.	b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE			
1.	ACCOUNTABILITY – Beginning of Day			0.00	0.00			
2.	I N ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	140,000.00	140,000.00			
3.	C VOUCHERED COLLECTIONS				6,000.00			
4.	R E A TREASURY CHECK ISSUES	a. Vouchered	c. Other					
5.	S TRANSFERS FROM OTHER DISBURSING OFFICERS							
6.	S EXCHANGE GAIN ACCUMULATIONS							
7.	E OTHER (Explain) SVC Loads				1,350.00			
8.	S TOTAL INCREASES				147,350.00			
9.	GROSS ACCOUNTABILITY				147,350.00			
10.	D E C R E A S TRANSFERS TO OTHER DISBURSING OFFICERS							
11.	EXCHANGE LOSS ACCUMULATIONS							
12.	OTHER (Explain) SVC Sales				1,175.00			
13.	R E C R E A S RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets					
		c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00			
14.	S TOTAL DECREASES				147,350.00			
15.	ACCOUNTABILITY - ENDING				0.00			
					0.00			



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE
14 March **

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.	b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY - Beginning of Day			0.00	0.00
2.	I N ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00
3.	C VOUCHERED COLLECTIONS			6,000.00	6,000.00
4.	R E A TREASURY CHECK ISSUES	a. Vouchered	b. Other		
5.	S TRANSFERS FROM OTHER DISBURSING OFFICERS	Must equal to ending balance from previous business day (may be zero if a complete return)			
6.	E EXCHANGE GAIN ACCUMULATIONS				
7.	E OTHER (Explain) SVC Loads			1,350.00	1,350.00
8.	S TOTAL INCREASES			147,350.00	147,350.00
9.	GROSS ACCOUNTABILITY			147,350.00	147,350.00
10.	D E C R E A S TRANSFERS TO OTHER DISBURSING OFFICERS				
11.	E X C H A N G E L O S S A C C U M U L A T I O N S	was done)			
12.	D E C R E A S OTHER (Explain) SVC Sales			1,175.00	1,175.00
13.	D E C R E A S RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets		
		c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00
14.	S TOTAL DECREASES			147,350.00	147,350.00
15.	ACCOUNTABILITY - ENDING			0.00	0.00



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE
14 March **

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.	b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY – Beginning of Day			0.00	0.00
2.	I N ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00
3.	C VOUCHERED COLLECTIONS			6,000.00	6,000.00
4.	R E A TREASURY CHECK ISSUES	a. Vouchered	b. Other		
5.	S TRANSFERS FROM OTHER DISBURSING OFFICERS				
6.	E EXCHANGE GAIN ACCUMULATIONS				
7.	E OTHER (Explain) SVC Loads			1,350.00	1,350.00
8.	S TOTAL INCREASES			147,350.00	147,350.00
9.	GROSS ACCOUNTABILITY			147,350.00	147,350.00
10.	D E C R E A S TRANSFERS TO OTHER DISBURSING OFFICERS				
11.	E X C H A N G E L O S S A C C U M U L A T I O N S				
12.	O T H E R (Explain) SVC Sales			1,175.00	1,175.00
13.	R E T U R N S T O P R I N C I P A L	a. Paid Vouchers 20,000.00	b. Deposit Tickets		
		c. Other Returns (Explain)	U.S. 100,440.00, FC 25,000.00, NI 735.00	146,175.00	146,175.00
14.	S T O T A L D E C R E A S E S			147,350.00	147,350.00
15.	A C C O U N T A B I L I T Y - E N D I N G			0.00	0.00



DD 2665 – SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE
14 March **

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE
14 March **

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.	b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY - Beginning of Day	Applicable to DA and Above			0.00 0.00
2.	I N ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks Above	c. Other	140,000.00 140,000.00
3.	C VOUCHERED COLLECTIONS				6,000.00 6,000.00
4.	R E TREASURY CHECK ISSUES	a. Vouchered	b. Other		
5.	A TRANSFERS FROM OTHER DISBURSING OFFICERS	Advances to an agent.			
6.	S EXCHANGE GAIN ACCUMULATIONS				
7.	E OTHER (Explain) SVC Loads				1,350.00 1,350.00
8.	S TOTAL INCREASES				147,350.00 147,350.00
9.	GROSS ACCOUNTABILITY				147,350.00 147,350.00
10.	D E C R E A S E S TRANSFERS TO OTHER DISBURSING OFFICERS				
11.	EXCHANGE LOSS ACCUMULATIONS				
12.	OTHER (Explain) SVC Sales			1,175.00	1,175.00
13.	RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets		
		c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00 146,175.00
14.	S TOTAL DECREASES				147,350.00 147,350.00
15.	ACCOUNTABILITY - ENDING			0.00	0.00



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE
14 March **

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.	b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY - Beginning of Day			0.00	0.00
2.	I N ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00 140,000.00
3.	C VOUCHERED COLLECTIONS			6,000.00	6,000.00
4.	R E TREASURY CHECK ISSUES	a. Voucherized	b. Other		
5.	A TRANSFERS FROM OTHER DISBURSING OFFICERS				
6.	S EXCHANGE GAIN ACCUMULATIONS				
7.	E OTHER (Explain) SVC Loads			1,350.00	1,350.00
8.	S TOTAL INCREASES	Not applicable to cashiers			147,350.00 147,350.00
9.	GROSS ACCOUNTABILITY			147,350.00	147,350.00
10.	D E C R A TRANSFERS TO OTHER DISBURSING OFFICERS				
11.	EXCHANGE LOSS ACCUMULATIONS				
12.	OTHER (Explain) SVC Sales			1,175.00	1,175.00
13.	D E C R E A S RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets		
		c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00 146,175.00
14.	S TOTAL DECREASES			147,350.00	147,350.00
15.	ACCOUNTABILITY - ENDING			0.00	0.00



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE
14 March **

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.	b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY - Beginning of Day			0.00	0.00
2.	I N ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00
3.	C VOUCHERED COLLECTIONS			6,000.00	6,000.00
4.	R E A TREASURY CHECK ISSUES	a. Vouchered	b. Other		
5.	A TRANSFERS FROM OTHER DISBURSING OFFICERS				
6.	S EXCHANGE GAIN ACCUMULATIONS				
7.	E OTHER (Explain) SVC Loads			1,350.00	1,350.00
8.	S TOTAL INCREASES			147,350.00	147,350.00
9.	GROSS ACCOUNTABILITY	CASH COLLECTION VOUCHER	Collections incurred during Foreign currency Gains by Exchange	147,350.00	147,350.00
10.	D E C R E A S TRANSFERS TO OTHER DISBURSING OFFICERS				
11.	E X C H A N G E L O S S A C C U M U L A T I O N S				
12.	O T H E R (Explain) SVC Sales			1,175.00	1,175.00
13.	D E C R E A S RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets (GBX) or rounding	146,175.00	146,175.00
14.	E S c. Other Returns (Explain)	U.S. 100,440.00, FC 25,000.00, NI 735.00	discrepancies (cannot exceed 3 cents)	147,350.00	147,350.00
15.	A C C O U N T A B I L I T Y - E N D I N G			0.00	0.00



DD 2665 – SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE
14 March **

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.	b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY – Beginning of Day				0.00	0.00
2.	I N C R E A S E S	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00
3.	VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.	TREASURY CHECK ISSUES					
5.	TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	EXCHANGE GAIN ACCUMULATIONS					
7.	OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.	S	TOTAL INCREASES				147,350.00
9.	GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D E C R E A S	TRANSFERS TO OTHER DISBU				
11.	EXCHANGE LOSS ACCUMULATI					
12.	OTHER (Explain) SVC Sales					
13.	E A S E S	RETURNS TO PRINCIPAL	a. Paid Voucher b. Prepositioned Checks c. Other Return	SVC Card Processing Load Transaction Detail Report - All Types 3/26/2007 To 3/26/2007 Device 131075		
14.	S	TOTAL DECREASES				1,175.00
15.	ACCOUNTABILITY - ENDING				146,175.00	146,175.00
		Total Transactions	2	\$1,350.00	147,350.00	147,350.00
					0.00	0.00

Total of
all SVC
cts
card
loads
000.00 NI 735
(sales
not
include
P)



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE
14 March **

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.	b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY - Beginning of Day			0.00	0.00
2.	I N ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00
3.	C VOUCHERED COLLECTIONS			6,000.00	6,000.00
4.	R E A TREASURY CHECK ISSUES	a. Vouchered	b. Other		
5.	S TRANSFERS FROM OTHER DISBURSING OFFICERS				
6.	S EXCHANGE GAIN ACCUMULATIONS	Total			
7.	E OTHER (Explain) SVC Loads			1,350.00	1,350.00
8.	S TOTAL INCREASES			147,350.00	147,350.00
9.	GROSS ACCOUNTABILITY			147,350.00	147,350.00
10.	D E C R E A S TRANSFERS TO OTHER DISBURSING OFFICERS				
11.	EXCHANGE LOSS ACCUMULATIONS				
12.	O T H E R (Explain) SVC Sales			1,175.00	1,175.00
13.	R E T U R N S T O PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets		
		c. Other Returns (Explain)	U.S. 100,440.00, FC 25,000.00, NI 735.00	146,175.00	146,175.00
14.	S TOTAL DECREASES			147,350.00	147,350.00
15.	ACCOUNTABILITY - ENDING			0.00	0.00



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE 14 March **
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS					
a. LINE NO.	b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY – Beginning of Day			0.00	0.00
2.	I N C R E A S E S	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other
3.		VOUCHERED COLLECTIONS			140,000.00
4.		TREASURY CHECK ISSUES	a. Voucherized	b. Other	6,000.00
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS			6,000.00
6.		EXCHANGE GAIN ACCUMULATIONS			
7.		OTHER (Explain) SVC Loads			1,350.00
8.	S E S	TOTAL INCREASES			147,350.00
9.	GROSS ACCOUNTABILITY			147,350.00	147,350.00
10.	D E C R E A S E S	TRANSFERS TO OTHER DISBURSING OFFICERS			
11.		EXCHANGE LOSS ACCUMULATIONS			
12.		OTHER (Explain) SVC Sales			1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets	
	E S	c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00
14.		TOTAL DECREASES			146,175.00
15.	ACCOUNTABILITY - ENDING			0.00	0.00



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE
14 March **

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.	b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY – Beginning of Day			0.00	0.00
2.	I N ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00 140,000.00
3.	C VOUCHERED COLLECTIONS			6,000.00	6,000.00
4.	R E A TREASURY CHECK ISSUES	a. Vouchered	b. Other		
5.	A TRANSFERS FROM OTHER DISBURSING OFFICERS				
6.	S EXCHANGE GAIN ACCUMULATIONS				
7.	E OTHER (Explain) SVC Loads			1,350.00	1,350.00
8.	S TOTAL INCREASES			147,350.00	147,350.00
9.	GROSS ACCOUNTABILITY	Not applicable to Cashiers			147,350.00 147,350.00
10.	D E TRANSFERS TO OTHER DISBURSING OFFICERS				
11.	C R EXCHANGE LOSS ACCUMULATIONS				
12.	R E A OTHER (Explain) SVC Sales			1,175.00	1,175.00
13.	S E A RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets		
		c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00 146,175.00
14.	S TOTAL DECREASES			147,350.00	147,350.00
15.	ACCOUNTABILITY - ENDING			0.00	0.00



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE
14 March **

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY – Beginning of Day	0.00	0.00
2.	IN ADVANCES a. Cash SERVICES OTHER THAN PERSONAL 140,000.00 b. Prepositioned Checks	140,000.00	140,000.00
3.	C VOUCHERED COLLECTIONS	6,000.00	6,000.00
4.	RE A TREASURY CHECK ISSUES a. Voucherized	b. Other	
5.	S TRANSFERS FROM OTHER DISBURSING OFFICERS	Foreign currency	
6.	E EXCHANGE GAIN ACCUMULATIONS	Losses by Exchange	
7.	OTHER (Explain) SVC Loads	(LBX) or rounding	1,350.00
8.	S TOTAL INCREASES	discrepancies	147,350.00
9.	GROSS ACCOUNTABILITY	(cannot exceed 3)	147,350.00
10.	D E TRANSFERS TO OTHER DISBURSING OFFICERS		
11.	C R EXCHANGE LOSS ACCUMULATIONS		
12.	E A OTHER (Explain) SVC Sales	1,175.00	1,175.00
13.	S AS RETURNS TO a. Paid Vouchers 20,000.00 b. Deposit Tickets		
	E PRINCIPAL c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00	146,175.00	146,175.00
14.	S TOTAL DECREASES	147,350.00	147,350.00
15.	ACCOUNTABILITY - ENDING	0.00	0.00



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE
14 March **

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.		b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY - Beginning of Day	JUL 07, 08 1111011000000402755 15:29:45 \$50.00 1111011000000402753 15:30:21 \$200.00			0.00	0.00
2.	I N ADVANCES a. Cash 140,000.00	b. Prepositioned Checks 1111011000000402750 15:32:07 \$50.00 1111011000000402761 15:32:37 \$50.00 1111011000000402755 15:33:07 \$70.00			Total of all SVC card sales	140,000.00
3.	C VOUCHERED COLLECTIONS	1111011000000402756 15:33:36 \$30.00 1111011000000402757 15:34:07 \$150.00 1111011000000402767 15:34:49 \$25.00			a. Other	6,000.00
4.	R E TREASURY CHECK ISSUES	b. Other			(loads not included)	6,000.00
5.	A TRANSFERS FROM OTHER DISBURSING OFFICERS	GRAND TOTALS 1111011000000402768 15:37:11 \$250.00				
6.	S EXCHANGE GAIN ACCUMULATIONS	PLEASE KEEP FOR YOUR RECORDS				
7.	E S OTHER (Explain) SVC Loads	SALES 13 			1,350.00	1,350.00
8.	TOTAL INCREASES				147,350.00	147,350.00
9.	GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D E C R TRANSFERS TO OTHER DISBURSING OFFICERS					
11.	E A EXCHANGE LOSS ACCUMULATIONS					
12.	E A OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.	S E S RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
		c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00	146,175.00
14.	S	TOTAL DECREASES			147,350.00	147,350.00
15.	ACCOUNTABILITY - ENDING				0.00	0.00



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS						
a. LINE	NO.	b. DESCRIPTION	Total of items being returned to the DA. Includes negotiable instruments, SF 1034s, DD 117s, etc.	c. TODAY	d. MONTH-TO-DATE	
1.	ACCOUNTABILITY – Beginning of Day			0.00	0.00	
2.	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	140,000.00	140,000.00	
3.	VOUCHERED COLLECTIONS			6,000.00	6,000.00	
4.	TREASURY CHECK ISSUES	a. Voucherized	b. Other			
5.	TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	EXCHANGE GAIN ACCUMULATIONS					
7.	OTHER (Explain) SVC Loads					
8.	TOTAL INCREASES			1,350.00	1,350.00	
9.	GROSS ACCOUNTABILITY			147,350.00	147,350.00	
10.	TRANSFERS TO OTHER DISBURSING OFFICERS			147,350.00	147,350.00	
11.	EXCHANGE LOSS ACCUMULATIONS					
12.	OTHER (Explain) SVC Sales			1,175.00	1,175.00	
13.	RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
		c. Other Returns (Explain)	U.S. 100,440.00, FC 25,000.00, NI 735.00	146,175.00	146,175.00	
14.	TOTAL DECREASES			147,350.00	147,350.00	
15.	ACCOUNTABILITY - ENDING			0.00	0.00	



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS						
a. LINE NO.	b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE	
1.	ACCOUNTABILITY - Beginning of Day			0.00	0.00	
2.	I N ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.	C VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.	R E A TREASURY CHECK ISSUES	a. Vouchered	b. Other			
5.	S TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	S EXCHANGE GAIN ACCUMULATIONS					
7.	E OTHER (Explain) SVC Loads			1,350.00	1,350.00	
8.	S TOTAL INCREASES			147,350.00	147,350.00	
9.	GROSS ACCOUNTABILITY			147,350.00	147,350.00	
10.	D E C R E A S TRANSFERS TO OTHER DISBURSING OFFICERS					
11.	EXCHANGE LOSS ACCUMULATIONS			Total		
12.	OTHER (Explain) SVC Sales			Decreases	1,175.00	1,175.00
13.	D E C R E A S RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
		c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00	146,175.00
14.	S TOTAL DECREASES			147,350.00	147,350.00	
15.	ACCOUNTABILITY - ENDING			0.00	0.00	



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE
14 March **

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.	b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY – Beginning of Day			0.00	0.00
2.	I N ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00
3.	C VOUCHERED COLLECTIONS			6,000.00	6,000.00
4.	R E A TREASURY CHECK ISSUES	a. Voucherized	b. Other		
5.	S TRANSFERS FROM OTHER DISBURSING OFFICERS				
6.	S EXCHANGE GAIN ACCUMULATIONS				
7.	E OTHER (Explain) SVC Loads			1,350.00	1,350.00
8.	S TOTAL INCREASES			147,350.00	147,350.00
9.	GROSS ACCOUNTABILITY	Gross accountability - total decreases = Ending balance			147,350.00
10.	D E C R E A S TRANSFERS TO OTHER DISBURSING OFFICERS				
11.	EXCHANGE LOSS ACCUMULATIONS				
12.	OTHER (Explain) SVC Sales			1,175.00	1,175.00
13.	R E T U R N S TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets		
		c. Other Returns (Explain)	U.S. 100,440.00, FC 25,000.00, NI 735.00		
14.	S TOTAL DECREASES			146,175.00	146,175.00
15.	ACCOUNTABILITY - ENDING			147,350.00	147,350.00
				0.00	0.00

This must equal the Ending Balance on the DD 1081



DD 2665 – SECTION II (WHAT AM I DOING WITH WHAT HAPPENED)

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION b. OPERATING	UNITS	RATE	25,000	25,000
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION b. OPERATING	UNITS RATE	25,000	25,000	0.00
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00

Not applicable
to Cashiers



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16. LIMITED DEPOSITORY		UNITS	RATE			
17. CASH ON HAND (U.S.)				100,440.00	100,440.00	0.00
18. CASH ON HAND (Foreign)	a. ACCOMODATION b. OPERATING	UNITS	RATE	25,000	25,000	0.00
19. PREPOSITIONED TREASURY CHECKS						
20. NEGOTIABLE INSTRUMENTS (U.S.)				735.00	735.00	0.00
21. NEGOTIABLE INSTRUMENTS (Foreign)		UNITS	RATE			
22. MILITARY PAYMENT CERTIFICATES						
23. PAID VOUCHERS	Physical	Dollar		Dollars		Physical Dollar
24. FUNDS IN TRANSIT	count before			returned to		count after
25. FUNDS WITH SUBAGENTS	returns			principal		returns
26. DEPOSIT TICKETS (not LDA)						
27. DISHONORED CHECKS RECEIVABLE						
28. CHECK OVERDRAFTS RECEIVABLE						
29. LOSS OF FUNDS						
30. DEFERRED VOUCHERS						
31. OTHER (Explain)						
32. TOTAL AGENT ACCOUNTABILITY				146,175.00	146,175.00	0.00





DD 2665 - SECTION II

Today's business date
exchange rate

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16. LIMITED DEPOSITORY		UNITS	RATE			
17. CASH ON HAND (U.S.)				100,440.00	100,440.00	0.00
18. CASH ON HAND (Foreign)	a. ACCOMODATION b. OPERATING	UNITS	RATE	25,000	25,000	0.00
19. PREPOSITIONED TREASURY CHECKS						
20. NEGOTIABLE INSTRUMENTS (U.S.)				735.00	735.00	0.00
21. NEGOTIABLE INSTRUMENTS (Foreign)		UNITS	RATE			
22. MILITARY PAYMENT CERTIFICATES						
23. PAID VOUCHERS				20,000.00	20,000.00	0.00
24. FUNDS IN TRANSIT	Dollar value before returns			FC returned to principal		Physical FC count after returns
25. FUNDS WITH SUBAGENTS						
26. DEPOSIT TICKETS (not LDA)						
27. DISHONORED CHECKS RECEIVABLE						
28. CHECK OVERDRAFTS RECEIVABLE						
29. LOSS OF FUNDS						
30. DEFERRED VOUCHERS						
31. OTHER (Explain)						
32. TOTAL AGENT ACCOUNTABILITY				146,175.00	146,175.00	0.00



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16. LIMITED DEPOSITORY		UNITS	RATE			
17. CASH ON HAND (U.S.)				100,440.00	100,440.00	0.00
18. CASH ON HAND (Foreign)	a. ACCOMODATION b. OPERATING	UNITS	RATE	25,000	25,000	0.00
19. PREPOSITIONED TREASURY CHECKS						
20. NEGOTIABLE INSTRUMENTS (U.S.)				735.00	735.00	0.00
21. NEGOTIABLE INSTRUMENTS (Foreign)		UNITS	RATE			
22. MILITARY PAYMENT CERTIFICATES						
23. PAID VOUCHERS	Only used if a cashier was issued a Treasury Check on line 2b above and the check was not used.			20,000.00	20,000.00	0.00
24. FUNDS IN TRANSIT						
25. FUNDS WITH SUBAGENTS						
26. DEPOSIT TICKETS (not LDA)						
27. DISHONORED CHECKS RECEIVABLE						
28. CHECK OVERDRAFTS RECEIVABLE						
29. LOSS OF FUNDS						
30. DEFERRED VOUCHERS						
31. OTHER (Explain)						
32. TOTAL AGENT ACCOUNTABILITY				146,175.00	146,175.00	0.00



DD 2665 – SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION b. OPERATING	UNITS RATE	25,000	25,000	0.00
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00

Not applicable
to Cashiers



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION b. OPERATING	UNITS RATE	25,000	25,000	0.00
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00

Not applicable
to Cashiers



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE		b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE				
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00	
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
		b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00	
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE				
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00	
24.	FUNDS IN TRANSIT						
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)	Paid Vouchers before					
27.	DISHONORED CHECKS RECEIVABLE	returns					
28.	CHECK OVERDRAFTS RECEIVABLE				Paid		Paid
29.	LOSS OF FUNDS				Vouchers		Vouchers
30.	DEFERRED VOUCHERS				returned to		after return
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00		0.00

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DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION b. OPERATING	UNITS RATE	25,000	25,000	0.00
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS			to Cashiers		
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00



DD 2665 – SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION b. OPERATING	UNITS RATE	25,000	25,000	0.00
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00

Applicable to
DA and above



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION b. OPERATING	UNITS RATE	25,000	25,000	0.00
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00

Applicable to
DA and above



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION b. OPERATING	UNITS RATE	25,000	25,000	0.00
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00

Applicable to
DA and above



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16. LIMITED DEPOSITORY	Loss of funds			
17. CASH ON HAND (U.S.)		100,440.00	100,440.00	0.00
18. CASH ON HAND (Foreign)	TS 2,500,000 Processed on a Or 1017-G. Must be reported on the DD 2665 and returned on the DD1081	25,000	25,000	0.00
19. PREPOSITION				
20. NEGOTIABLE		735.00	735.00	0.00
21. NEGOTIABLE (Foreign)				
22. MILITARY PAY				
23. PAID VOUCHER		20,000.00	20,000.00	0.00
24. FUNDS IN TRA				
25. FUNDS WITH S				
26. DEPOSIT TICKETS (not LDA)				
27. DISHONORED CHECKS RECEIVABLE				
28. CHECK OVERDRAFTS RECEIVABLE				
29. LOSS OF FUNDS				
30. DEFERRED VOUCHERS				
31. OTHER (Explain)				
32. TOTAL AGENT ACCOUNTABILITY		146,175.00	146,175.00	0.00



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION b. OPERATING	UNITS RATE	25,000	25,000	0.00
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00

Applicable to
DA and above



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION b. OPERATING	UNITS 2,500,000	RATE 100	25,000	25,000
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00

Not applicable
to Cashiers



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16. LIMITED DEPOSITORY		UNITS	RATE			
17. CASH ON HAND (U.S.)				100,440.00	100,440.00	0.00
18. CASH ON HAND (Foreign)	a. ACCOMODATION b. OPERATING	UNITS	RATE	25,000	25,000	0.00
19. PREPOSITIONED TREASURY CHECKS						
20. NEGOTIABLE INSTRUMENTS (U.S.)				735.00	735.00	0.00
21. NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE				
22. MILITARY PAYMENT CERTIFICATES						
23. PAID VOUCHERS				20,000.00	20,000.00	0.00
24. FUNDS IN TRANSIT						
25. FUNDS WITH SUBAGENTS						
26. DEPOSIT TICKETS (not LDA)		1				
27. DISHONORED CHECKS RECEIVABLE						
28. CHECK OVERDRAFTS RECEIVABLE						
29. LOSS OF FUNDS						
30. DEFERRED VOUCHERS						
31. OTHER (Explain)						
32. TOTAL AGENT ACCOUNTABILITY				146,175.00	146,175.00	0.00

Total must
equal to Block
15c of Section

This must equal the Ending Balance on the DD 1081 and Block 15c
of
Section I of DD 2665



DD 2665 – SECTION III (WHO HAS MY MONEY?)

DA Only
Paying Agent
Accountability
Information

DA Only
Cashier
Accountability
Information

SECTION III - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. LOCATION	c. CASH (Foreign Units)	d. CASH (U.S.)	e. PREPOSITIONED CHECKS	f. MILITARY PAYMENT CERTIFICATES	g. OTHER
33.	AGENT					
34.	DEPUTY AGENT					
35.	CASHIER					
36.	OTHER (Specify)					
37.	TOTALS					
2. NAME OF AGENT (Type or Print) JOHN SMITH, PFC		3. ADDRESS OF AGENT (Type or Print) 3RD FINANCIAL MANAGEMENT DETACHMENT APO, AE 09314				
4. SIGNATURE OF AGENT <i>/S/</i>						

DD Form 2665, AUG 93

REPLACES DA FORM 3924, AUG 87, NAVCOMPT FORM 379, DEC 65,
AND AF FORM 1372, AUG 81, WHICH ARE OBSOLETE

USAPPCV1.00

Name of
Cashier

Signature of Cashier

Location



**NEXT BUSINESS
DAY**
Start all over again



PRACTICAL EXERCISE PREVIEW

QUESTIONS?
CONCERNS?